

**NEEDS ASSESSMENT COMMITTEE
DETROIT HEALTH DEPARTMENT 420-B
MARCH 17, 2003
12:00 P.M. – 2: 00 P.M.
MINUTES**

PRESENT

Mallory Waldman, Co-Chair
Brenda Stimson, Co-Chair
Waymond Burks
Janet Nunn
Veronica Connors
Elizabeth Dawsey
Ngozi Johari-Ona Harris
James Brewer
Keith Meeks
Selvy Hall
David Perkins
Lydia Meyers
Christina Fluker
Calvin Scarber

SEMHAC STAFF

Joy Royes

I. Call to Order.

Meeting called to order by Mallory Waldman at 12:10 p.m.

II. Moment of silence

A moment of silence was held for those affected and infected by HIV/AIDS.

III. Welcome and Introductions

The members and guests introduced themselves. The Co-Chair welcomed everyone to the meeting.

IV. Approval of the meeting minutes of March 3 and today's agenda

Motion by D. Perkins to stipulate that last meeting's minutes will be reviewed when they become available and that today's agenda be approved. Motion seconded and carried.

V. Old Business

A. Long Range Goals

Keith and Sybil, representing the Long Range Planning Committee, presented the long-range goals assigned to the Needs Assessment Committee.

- 1) **Access** Why are people who are positive not in care? What are the barriers to individuals and groups in seeking and receiving care?

2) Capacity Building What do providers need to develop increased expertise in serving client populations?

Sybil explained that the Council's 3 year, long-range plan is in draft phase. Year one has been completed. This committee's help is needed in years 2 and 3. The tool that will be used is the Needs Assessment Survey, which will continue to be fine-tuned. Goals and objectives must be measurable, so should be reflected in the survey questions. Mallory stated that this year's survey has been completed. Dave Perkins asked for clarification about the meaning of capacity building. Keith and Sybil explained that it involved determining what providers need to ensure that they have the ability to deliver a required service. It might mean staff development or training, for instance. It is important that the Surveys offer an opportunity for service providers to ask for the type of support they need.

B. Review of Surveys

The three survey types were reviewed (People in Care, People not in Care, Providers). Joy Royes indicated that all surveys were final drafts. Joy has made arrangements with other departments of the Health Department to share information that will be helpful in the final Needs Assessment report (substance abuse, STDs). Joy added the capacity building piece to the Provider Survey that the committee completed at their last meeting. The final product is very similar, but is formatted more attractively and is pre-coded which will make it easier to work with from a data entry/data analysis perspective. A motion to approve the revised Provider survey was made, seconded and passed.

VI. New Business

A. Needs Assessment Kick Off Event

All fundees, community leaders, and other stakeholders will be invited to an Open House to kick off the beginning of the Needs Assessment process. It will be held on April 7, from 9AM to Noon. (Note: The time and date were later changed to April 22, from 9AM to Noon). The event will allow the introduction of the 3 surveys, and an opportunity to request assistance from service providers in identifying PLWHAs to complete the surveys. All committee members were asked to provide a list of additional people/agencies who may be interested in attending the event, and who may have access to folks who would be willing to be surveyed. There was a discussion of forming Focus Groups composed of targeted subpopulations. Who would facilitate them? How would participants be recruited? Keith stated that in the past it had been suggested that members of PWC serve as Focus Group facilitators. The hiring of interns to participate in data entry and data analysis was also discussed. Per Joy, money is in the budget for this committee to hire facilitators and interns. A motion was passed that the committee will formally request funds and assistance in locating facilitators and interns. After the Open House Joy will request that the grantee draft a letter to service providers asking each of them to appoint a member of their staff to attend a training for administering the surveys to PLWHAs.

VII. Announcements

No announcements were made.

VIII. Adjournment

A motion was made, seconded, and passed to adjourn the meeting.

Chairperson Signature: _____ Date: _____

Recorded By: Karla Handley Date: April 4, 2003